

Interoffice Memo



Date: June 3, 2020
To: All City Employees
From: Korena L. Weichel, City Manager
Re: COVID-19 Reminders and Vacation Policy During Pandemic

These past few months have indeed been challenging with unprecedented disruptions to our normal way of life. Every member of our Creedmoor Team - those on the front lines who have selflessly continued their day-to-day duties as well as those who have persevered to overcome frustrations and trials to maximize remote work capabilities - deserves our deepest gratitude and appreciation in support of the City of Creedmoor and our residents. What you do every day is critical to carrying out the City's mission and every hour of your hard work brings us closer to a return to more normal times.

I am especially proud of how you all have responded to this crisis, and want to personally thank you for your strength and perseverance throughout this extraordinary time. The health and well-being of all our employees remains our highest priority; therefore, the City is imposing specific protocols for summer vacation travel during the Coronavirus Pandemic.

Please review the attached policy document as it may affect your summer vacation planning. Let me know if you have any questions or concerns.

I. PURPOSE

Employees traveling out-of-state or internationally during the Coronavirus public health pandemic are at greater risk for contracting and spreading COVID-19. To facilitate a safe work environment for all employees, the procedures listed herein shall be observed upon each employee's return from specific travel itineraries. Prior to traveling, employees should also take the time to learn about the area they will be visiting and implement any additional precautions that may be in place.

II. POLICY

Throughout the pandemic, employees have received continuous direction on appropriate precautions to follow while carrying out their work responsibilities as well as procedures to follow in the event they experience symptoms or exposure. That direction included but was not limited to the following:

- Stay home if you have respiratory symptoms (coughing, sneezing, chills, muscle pain, shortness of breath) and/or a temperature above 100.4 degrees F.
- Notify your supervisor and leave work if you develop these symptoms while at the workplace.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Wash hands often with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.
- Avoid shaking hands to reduce the risk of spreading infection.
- Observe social distancing and utilize city-provided PPE whenever possible.
- If you have had close contact with someone diagnosed with COVID-19, notify your direct supervisor. You will not be permitted on the work site and must self-quarantine at home for 14 days.

In addition to the precautions already in place, it shall be the policy of the City of Creedmoor to monitor employee travel plans during the 2020 summer vacation season. Employees traveling out-of-state or internationally shall be subject to specific screening or self-isolation restrictions in order to limit the potential for community spread to other employees.

Effective June 1, 2020 and continuing through September 1, 2020, all vacation leave requests involving travel must include an acknowledgement of TYPE of travel (i.e., travel within North Carolina, out-of-state vehicle or domestic air travel, or international travel). Leave requests will not be approved without disclosure of this information.

On or before September 1, 2020 this policy shall be reviewed to determine if continuation is warranted based on the guidance available at that time. Revisions to restrictions, recommendations, procedures and everything COVID-19 related are constantly changing. The City's administration is committed to following protocols from the CDC and the local Department of Health and Human Services for the well-being of all employees.

III. PROCEDURES FOR RETURNING TO WORK FOLLOWING TRAVEL

A. Travel within the State of North Carolina

1. Employees must familiarize themselves with the signs and symptoms of the virus and self-monitor before reporting to work following in-state travel.
2. Employees must notify their direct supervisor immediately if they have any of the following:
 - a. Temperature of 100.4 degrees F or higher as measured by a touchless thermometer or verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available (a touchless thermometer is available through Human Resources);
 - b. Cough (excluding chronic cough due to known medical reason other than COVID-19);
 - c. Shortness of breath;
 - d. Chills;
 - e. Muscle pain;
 - f. Sore throat; or
 - g. Diarrhea (excluding diarrhea due to know medical reason other than COVID-19).

3. If an employee is experiencing symptoms, they should immediately notify their medical provider also. If testing is performed, the city will follow the CDC and the local Department of Health and Human Services guidelines for actions to take based on negative/positive test results.
4. Employees will not be permitted to return to work and must self-isolate at home for 10 full days after symptoms began. They must also have at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) and improvement on other symptoms (ex, cough and shortness of breath have improved) before returning to work.
5. While at home, employees are responsible for keeping their supervisor and/or Human Resources informed of return to work status.
6. Employees for whom remote work is not available or feasible are eligible for the Families First Coronavirus Response Act paid sick leave provisions if they are experiencing symptoms of COVID-19 and are seeking a medical diagnosis or if they have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Employees should consult the City of Creedmoor's Families First Coronavirus Response Act Policy to review specific limitations or exclusions.

B. Vehicle or Air Travel outside the State of North Carolina

Each state has implemented its own variation on restrictions and social distancing protocols which may vary from those established within the State of North Carolina; therefore, employees traveling outside of North Carolina will be subject to the following screening procedures upon return to work:

1. Before the start of each work day and continuing through the first week of their return to work, employees shall report to their supervisor (or other pre-designated personnel) and take their own temperature with the touchless thermometer.
2. The supervisor or designated personnel will read the thermometer and note the date, time, and thermometer reading on a log that will be placed in the employee's confidential medical file. The thermometer shall be sanitized for next use.
3. If the temperature reads 100.4 degrees F or higher, the employee will be asked the screening questions and will be sent home to follow the procedures outlined in Section A of this policy.

Additional information regarding travel within the United States is available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>.

C. International Travel

1. International travel is discouraged due to the highly contagious aspect of the virus. Employees are asked to consider minimizing this type of travel during the current situation.
2. The CDC advises that all international travelers arriving in the US should stay home and self-quarantine for 14 days upon return. At home, they are expected to monitor their health and practice social distancing. Employees should check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations for each country where they plan to travel. Specific travel information for travelers going to and returning from countries with travel advisories can be found on the [CDC website](#).
3. The City will endeavor to follow the CDC guidelines as closely as possible; **Employees will not be permitted to return to the work site and must self-quarantine at home for 14 days following their return home from international travel.**
4. For those whom remote work is not available or feasible, the additional 14 days will be charged to the employee's annual leave balance.
5. If an employee develops symptoms during the 14-day self-quarantine, the employee shall follow the procedures outlined in Section A of this policy.